

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: COORDINATOR OF EDUCATIONAL SERVICES

Classification:	Certificated Management	Work Year:	225 days
Department:	Educational Services	Board Approval:	8/6/2020
Reports To:	Director of Instruction and Professional Development	Revision:	12/13/2021
Salary Range:	Management Salary Schedule C25		

BASIC FUNCTION:

Under the direction of the Director of Instruction and Professional Development coordinates, plans, develops, implements and administers educational programs, activities, and or special events; serves as the site administrator and instructional leader of the Connections Academy; administers and supervises all digital based programs for the virtual school, supervises and evaluates assigned personnel; provides leadership, administrative and supervisory skills in articulating and coordinating online & extended learning programs through the various district organizational levels.

REPRESENTATIVE DUTIES:

- Organize, supervise, implement, and evaluate all educational programs of the virtual learning programs and extended learning or support programs in accordance with district wide goals, instructional priorities, Federal and State standards and guidelines.
- Prepares goals and objectives in measurable terms.
- Submits reports and recommendations to the administration on policy, curriculum, and legally required data, as requested by the Director of Instruction and Professional Development.
- Assists in maintaining compliance of district programs with state and federal laws.
- Assists in the ongoing development and evaluation of the curriculum and ensures access to core curriculum materials for program teachers. Coordinates curricular resources and makes them available to staff.
- Develops, implements, and provides in-service training for staff.
- Keeps current on educational developments through in-service, conferences, programs, and professional materials.
- Identifies and implements services and resources necessary to assist in the implementation of an effective educational program.
- Provides leadership in implementation of effective online teaching strategies and new frameworks.
- Maintains and continues to develop professional expertise in areas of educational philosophies and practices, management skills, and school administration.
- Implements and oversee methods by which student progress shall be assessed.
- Analyzes student performance data and provide leadership in the planning, development and implementations of intervention programs to ensure student success.
- Assists in monitoring class sizes for virtual learning programs, extended learning opportunities, and special events/programs.
- Evaluates assigned personnel in accordance with District guidelines.
- Participates in and makes recommendations to the Superintendent on employee selection, reassignment and transfer.
- Informs staff of Courses of Study, Curriculum Guides and State Frameworks.
- Expedites all forms and reports as required.
- Oversees and administers fiscal responsibility and budget for virtual learning programs and expanded learning opportunities.
- Recommends budge expenditures for the purpose of addressing material, equipment and supply needs required to implement instructional programs.
- Instructs staff in methods of keeping necessary records.
- Oversees and monitors the technology needs for virtual learning; recommends purchase and or repair/ update of technology hardware, software and online programs in order to maintain the programs needed.
- Conducts staff meetings and takes responsibility for staff development and training options for staff members.
- Supervises, monitors and coordinates specialists (District or County)
- Directs the planning, implementation and evaluation of fiscal management and all functions which facilitate the virtual and expanded learning programs.
- Develops plans and procedures for student health, safety, discipline and conduct.

- Assists and supports teachers in monitoring and modifying student behavior.
- Confers with staff, parents, students, and specialists to resolve individual student academic and behavioral issues or concerns.
- Establishes, maintains and nurtures community relations to support and communicate the virtual learning goals and program offering and requirements to students, parents, community organizations and the public.
- Attend various District events throughout the school year, including student events.
- Represents site and District at local, county and state level activities and committees.
- Plans and coordinates observations for visitors to virtual learning program.
- Performs additional responsibilities as necessary and assigned by the Director of Instruction and Professional Development.
- Makes presentations to professional organizations and groups as requested.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective function of the department and district.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid California Administrators Credential.
- Valid California Teaching Credential or Pupil Personnel Services (PPS) Credential authorizing specialized services (Special Education, Pupil Personnel Services or equivalent).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive organization, activities, curriculum development, supervision, goals and objectives of virtual learning programs.
- District policy, state education code, and current legal parameters on the appropriate use of technology, including staff/student personal devices and social media.
- School law administration and applicable sections of State Education Code: Board policies, Principals and practices of administration, supervision and training, Labor relations and the Collective Bargaining Agreement.
- Current principles, theories, practices, methods and techniques used in curriculum development, classroom instruction, instructional supervision and student virtual and online learning.
- Federal and state laws, regulations, and guidelines related to public school administration.
- Effective management techniques and methods.
- Interpersonal communication skills and organization skills.
- Conflict resolution, mediation strategies.

ABILITY TO:

- Interprets and successfully implements District policies, objectives, directives and educational philosophy, including but not limited to a virtual environment.
- Communicate effectively and tactfully in both oral and written forms.
- Motivate, supervise and evaluate the work of others.
- Plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources.
- Prepare a variety of reports and presentations including complex technical and analytical writing.
- Provide in-service training activities for professionals and parents.
- Exercise tact, patience, courtesy, and good judgment in dealing with students, parents and staff.
- Maintain security and confidentiality of specified records and information especially in an online environment
- Establish and Maintain accurate records and files.
- Counsel and advise employees, students, parents, and the public effectively and positively.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

- California Teaching Credential authorizing specialized services.
- California School Administrative Credential.
- Five (5) years of teaching experience and three years of administrative experience preferred.
- A Master's degree in education or public administration or related field from an accredited university or college is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.

- Virtual meetings and remote working capabilities

PHYSICAL ABILITIES:

- Light physical effort.
- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.